

IPSWICH PLANNING BOARD MEETING MINUTES
REGULAR MEETING AND PUBLIC HEARING
Thursday, January 7, 2016, 7:30 p.m.

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the Ipswich Planning Board was held on Thursday, January 7, 2016 in Room A, 2nd floor of Town Hall.

Board Members Present: Heidi Paek, Jay Stanbury, Keith Anderson, Kathleen Milano, Cathy Chadwick and Associate member Carolyn Britt attended

Staff present: Ethan Parsons.

Paek convened the meeting at 7:32 p.m. with a quorum present.

Citizens' Queries: None

Adopt Minutes from 11/12/2015

Anderson moved to approve the 11/12/2015 minutes. Milano seconded. The motion passed unanimously.

Documents:

-Draft Minutes from 11/12/15

Request: David Horrigan requested an extension of time to complete the final paving layer at 3 Brady Drive, relative to a Site Plan Approval and terms of acceptance of a surety to allow the issuance of a temporary Certificate of Occupancy.

Paek read the letter from David Horrigan, in which he explains that he has noticed settling therefore he has not applied the top coat of pavement. He asked the Board to extend the time to complete the paving until May, 2016.

Stanbury moved to accept the delay as long as work is completed by May 31, 2016. Chadwick seconded. The motion passed unanimously.

Documents:

-Letter from David Horrigan to E. Parsons, dated 12/10/15

Continued Public Hearing: Request by William and Deborah McCarthy for a Special Permit pursuant to Section IX.P of the Zoning Bylaw for the conversion of an accessory structure into a dwelling unit, located at 45 & 47 Turkey Shore Road, (Assessor's Map 42A, Lots 3A and 3D), located in the Rural Residence A District.

Paek noted that the Board received a memo from Vicki Halmen, two letters from Matt and Jill Kalinowski and an email from Joanne Baker. Attorney Rich Kallman sent a letter January 5th requesting safety improvements and Planning Board review of the project after one year.

Ron Sheehan and William McCarthy appeared before the Board to discuss the project. They started by discussing the proposed fencing along the property line.

Matt Kalinowski, 49 Turkey Shore Road: Requested delineation of the back property line and some privacy fencing. Paek explained advantages and disadvantages to paving the driveway. Kalinowski

suggested that pavement would be quieter and would last longer. Paek said that the cons of pavement include that it is impervious, noisy gravel could be safer for walkers, and some neighbors feel the rural character of the driveway should be maintained. The Conservation Commission would need to approve the pavement because it is within the riverfront buffer zone. Kalinowski feels that the additional traffic is not acceptable to his family, so he would like this to be considered. Sheehan expressed concern about water runoff if the driveway was paved. He suggested the McCarthy's could look into this further when the utilities are installed.

Joanne Baker, 43 Turkey Shore: She wanted to reiterate that she is very concerned about runoff that the pavement would create. She said she believes she pays taxes on part of the driveway so she has a problem with pavement going in on her part of the driveway. She prefers the driveway to remain gravel. She feels safety will not be enhanced if the driveway is paved.

Paek questioned when Shaun and his family would move into the main house, and it was confirmed within the next few months. Paek said the Board's intention is to weigh the potential adverse impacts against the positive aspects of the project.

Paek read the draft decision. The mention of the Architectural Preservation District was removed because the property is not within the district. Paek suggested omitting allowing vegetation and only requiring that a fence be installed along the rear property line, adjacent to the boat house. She asked Parsons to confirm the width of the driveway. Milano wanted to change the references to "barn" to read "boat house". Paek asked the Board members how they felt about requiring the driveway be paved. Anderson felt the less pavement the better, noting the Board has a history of being pavement unfriendly. He said that a hard pack but not pavement is the way to go. Chadwick asked if neighbors had been swayed to change their minds after hearing anything tonight.

Jill Kalinowski, 49 Turkey Shore Road: They are open to conversation but they have not changed their mind on pavement. They would welcome having conversations with neighbors. They want to mitigate the noise and the long term maintenance. Gravel is too noisy and they still feel this is unacceptable.

Sheehan described "Lynn pack" (recycled concrete), and said that it is much quieter than gravel and it will be a huge improvement. Paek is inclined to like the recycled concrete option. Stanbury said he doesn't feel strongly about requiring the driveway to be paved. Eastern property line can be a post fence so the residents of the boat house can see grass and not just fencing. The applicant will come back before the Board with a finalized site plan, including how the driveway will be improved and details on the fencing. Condition 8.a will be omitted as the Board's position is that the neighbors should decide how the driveway will be maintained. It was suggested to move the following language from condition 14 to 7.a: "The Board reserves the right to review that the road improvement plan is satisfactory at 6 and 12-month increments from the date of the issuance of the certificate of occupancy".

Anderson moved to close the public hearing. Milano seconded. The motion passed unanimously.

Anderson moved to approve the special permit as discussed. Milano seconded. The motion passed unanimously.

Documents:

- Letter from Matt and Jill Kalinowski to Planning Board, dated 12/16/15
- Exterior Lighting Details, received 12/28/15
- Draft decision for Planning Board consideration at 1/7/16 Meeting
- Email from Joanne Baker to Planning Board, dated 1/7/16

- Email from Matt and Jill Kalinowski to E. Parsons, dated 1/7/16

Continued Public Hearing: Request by Carpenter and MacNeille for a special permit for the proposed conversion of an accessory structure into a dwelling unit at 29 Labor in Vain Road (Assessor's Map 42B, Lot 18), which is located in the Rural Residence A District, pursuant to Section IX.P and XI.J, of the Zoning Bylaw.

Larry Graham, HL Graham Associates, appeared before the Board with Tim Curtis of Carpenter & MacNeille. The changes to the plan recommended by the Fire Chief were discussed as were proposed lighting changes. The applicant has filed with the Board of Health for the septic system and review is in progress.

Parsons read the draft decision. Paek suggested adding the following: "occupant of the garage currently lives in the main house." Also, "that it is compatible with the existing single family home and compatible with neighborhood character". She also suggested adding under section E: "it is outside abutter view". Chadwick wanted to be sure this property couldn't be subdivided, which she said would be a benefit to the community. Parsons explained this could be added as a specific condition in addition to being mandated by the zoning bylaw. Graham asked that the special permit be issued to the owners of the property and not Carpenter & MacNeille (the petitioner). This reference should be changed throughout the decision. He also asked that the date of the Fire Chief letter should be adjusted to reflect the most recent date. The Board agreed to those suggested changes.

Stanbury moved to close the public hearing. Anderson seconded. The motion passed unanimously.

Stanbury moved to approve the special permit as discussed. Chadwick seconded. The motion passed unanimously.

Documents:

- Architectural Plan, prepared by Carpenter and MacNeille, 10/19/15; revised 12/8/15
 - Sheet A-1.10: Proposed Garage Floor Plans
 - Sheet A-2.00: Proposed Exterior Elevations
- Site Plans, prepared by H.L. Graham Associates, Inc., 10/19/15; revised 12/30/15
 - Sheet 1: Existing Conditions
 - Sheet 2: Proposed Conditions
- Lighting Specifications: Carson Gooseneck and Straight-Arm, submitted 1/6/16
- Email from Chief Gagnon to E. Parsons, 1/6/16
- Draft decision for Planning Board consideration at 1/7/16 meeting

Continued Public Hearing: Request by True North Ale Company, LLC and Ipswich Junction, LLC for Special Permits and Site Plan Review for an office building, enclosed manufacturing in a proposed building, storage building and related site development at 114-116 County Road (Assessor's Map 54A, Lot 8), located in the Highway Business District, pursuant to Sections V, X and XI.J of the Zoning Bylaw.

Peter Pommersheim, Meridian Associates, appeared before the Board to discuss the current plans. They are proposing changes to the entrance to the site as well as architectural changes to the office building. The applicant hopes to go before the Design Review Board again after receiving direction from the Planning Board. Tree removals were indicated on the plan. Paek asked about the changes to the entrance. Pommersheim explained that they have been able to provide a 3rd exit lane to help reduce the congestion in the area but as a result they will lose the first four parking spaces along the entrance driveway.

Anderson asked if any input was required from Mass Highway as taking a left turn out of the site was difficult. Milano asked about taking a left turn into the property from Route 1A and asked if this had been looked into. Pommersheim confirmed a traffic study addressing those questions was being completed and would be submitted. Britt asked about how the brewery would affect the water service. They are asking for a new water service, Vicki Halmen sent a letter stating her concerns about waste water but not the water usage. Jake Rogers, True North Ale Company owner, explained he is meeting with Halmen next week about these issues. The water main at the street is big enough for the new building. Dan Quaile from Lincoln Architects appeared before the Board to discuss the changes to the office building. The scale of the building has been reduced and the roofline lowered. Chadwick said the medical building looks massive set right up against the street and asked if it could be set back further. Pommersheim explained that moving the building back would be a problem as they would lose needed parking spots. The next steps are to go before the DRB and follow up with a photometric plan, sign plan and traffic report. Anderson asked what will happen to the storage building behind Aubuchon Hardware. It will be altered, resulting in approximately a 50% reduction in size. Anderson said it seemed extremely tight in that area. Regarding the brewery he asked where the chimneys would be located. It was confirmed a chimney would be located in the center of the building. He expressed concern that they are venting in the area towards houses that sit above the building and asked that this be considered. Stanbury said that he liked the progress and thought the project would be an improvement for the town. Milano shared Anderson's concerns about the tightness at the back of the site.

Brian Hone, 29 Upper River Road: Requested that a crosswalk be placed at the entranceway and asked that this be shown on the plan. Getting in and out of the site is going to be difficult so he asked the Board to ensure the intersection is as safe as possible for pedestrians. He also added that the water supply in town is taxed and a brewery is a heavy water use. He requested that the plantings be as drought tolerant as possible to offset the water use.

Chadwick moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

Documents:

- Memo from Chief Nikas to E. Parsons, 11/30/15
- Landscape and Lighting Plan Draft, 1/7/16; prepared for Ipswich Junction LLC, 11/16/15, revised 12/3/15
- Architectural Drawings, prepared by Martins Design and Construction, received 1/7/16
 - Perspective Views of Brewery/Distillery Building
 - Perspective Views of Office Building
 - County Road- Conceptual Medical/Office Building
 - County Road Elevations

Continued Public Hearing: Request by New England Biolabs, Inc. for a modification of site plan approvals and a GEPD special permit, as modified, for the proposed installation of a 40-space parking area at 240 County Road (Assessor's Map 63, Lot 7), which is located in the Rural Residence A zoning district, pursuant to *Section X* and *XI.J*, of the Zoning Bylaw

Don Greenough, attorney for New England Biolabs (NEB), Charlie Wear of Meridian Associates and James Ellard, Chief Executive Officer of NEB, were present. The changes to the plan made in response to feedback from neighbors were discussed. The driveway to the lot has been moved away from neighboring houses, and substantial screening has been added. Wear discussed these changes at length. Milano questioned if the pine trees being planted for screening were deer resistant, they did not know the answer to this and would look into it. Stanbury stated that a petition from neighbors and abutters to the site expressed concern about viewing the parking lot from their homes. Stanbury suggested Wear provide a

graphic showing the parking area, abutting homes and landscape between them. This was discussed at length.

Cathy Chadwick, 27 Fellows Road: Suggested locating the parking spaces at an alternative site by the mansion that she believes could accommodate the same amount of parking spaces. There is an existing path to the kitchen entrance of the mansion. There are no significant trees that would need to be removed. Wear explained this area has been looked into as it is the area identified for the deferred parking. He explained the grade is very steep and would require a lot of filling. He also did not think the number of spaces needed would fit there. Chadwick also stated that she still does not agree that pavement is the right choice for surface material, noting she would prefer gravel.

Jim McCarthy, 35 Fellows Road: Said there seems to be a strong desire to shoehorn this parking lot into the site. It would destroy the natural buffer in the area. The neighbors have a strong aversion to the location chosen. Greenough explained the GEPD Special Permit reflects plans for phased growth for NEB. Under the original permit they have the right to build another 126,000 square feet of building floor area as well as to provide additional parking. It is important for employees to park near where they enter the building. He thinks that pavement is in keeping with the professional use of the site and thinks it will help with shedding water towards the site as well. The infiltration system was designed and installed to handle this parking lot. Paek explained the drainage would be sloped into Biolabs so no peer reviewed was requested on this minor modification to the site. Parsons agreed and gave further explanation as to why a peer review was not required and other Board members agreed. McCarthy asked if the people parking in this area would work in the mansion. It was confirmed that they would, and they would usually work 9-5 so rarely would cars be in that lot overnight or on weekends. The lot placement was discussed at length. Anderson wanted to know if in the buffer zone “no parking” signs could be added to make sure no one parked in this location.

Cathy Chadwick, 27 Fellows Road: Stated that the screening would need some form of maintenance plan. Paek explained this would be in the draft decision.

The Board asked Mr. Parsons to prepare a draft decision for consideration at the next meeting.

Stanbury moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

Documents:

- 240 County Road Record Conditions Overview (Sheet 1 of 2) and Site Plan- Mansion Parking (Sheet 2 of 2); prepared by Meridian Associates; last revised 1/4/16
- NEB Petition, signed 12/7/15

Continued Public Hearing: Request by Thomas Flynn for a Special Permit for a proposed multifamily dwelling at 10 and 12 Market Street (Assessor’s Map 42A, Lots 178 & 179), located in the Central Business and Floodplain District, pursuant to Sections II, V, IX.D and XI.J of the Zoning Bylaw.

Ken Savoie, Savoie Architects, appeared before the Board to present changes to the plan. The wheelchair ramp will require the loss of one parking space. Milano asked if there would be a dedicated handicap parking space. Savoie explained that because this is not a public building it doesn’t have to be officially a handicap space but it could be signed “reserved for...” Stanbury noted that the windows on the rear elevation of the addition don’t line up. Milano noted the windows would not be very visible. Other Board members did not express concern with the windows. The Affordable Housing Partnership needs to weigh

in on this project per the inclusionary housing requirement and this is still in process. Savoie said that he will present evidence that this building was almost definitely used as residential before it was commercial to the Partnership.

Chadwick moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

Documents:

- Email from Ken Savoie to E. Parsons, 1/5/16
- Sheet A-1: Proposed Entry Floor Plan, prepared by Savoie Architecture, 1/7/16
- Sheet A6: Rear Elevation, prepared by Savoie Architecture, 1/7/16
- Proposed Site Plan, prepared by LeBlanc Survey Associates, Inc., 10/9/15 and revised 1/7/16

General Business

The March 17th meeting needs to be moved to a new date because all meeting rooms are booked. They could do the 16th or the 24th. Preference is for the 16th if there are available rooms.

The Board decided that a separate public meeting to discuss the update of Community Development Plan is needed. It was confirmed it would be Wednesday, January 20th at 6:00pm in the Planning Department Conference Room.

Adjournment: *Stanbury moved to adjourn the meeting at 10:51 p.m. Chadwick seconded. The motion passed unanimously.*

Respectfully submitted,

Jennifer Dionne

The Board approved these minutes on February 25, 2016.